

ANNEX G FIRE EVACUATION PLAN TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. PURPOSE: To establish a Fire Evacuation Plan and detailed emergency procedures in the event of a fire.

2. SCOPE: This Appendix applies to all UMT members in the JRTC & Fort Polk Chapel Facilities.

3. RESPONSIBILITIES:

a. All UMT personnel will sound an alarm and notify the fire department by building number in the event of a fire. The caller will stay on the line and provide all information requested by the dispatcher. The senior person present will assemble a team and attempt to extinguish the fire if possible. Personnel will also close windows and doors, and turn off electrical equipment.

b. NCOIC:

(1) Responsible for implementing a Fire Evacuation Plan IAW Fort Polk standards. The NCOIC is responsible for posting evacuation plans near exits and informing all UMT members of the proper exits and evacuation routes.

(2) Ensure that the JRTC & Fort Polk Chapel's Fire Prevention operations are IAW JRTC & FP Regulations 20-2 and 420-5.

(3) Perform a monthly fire prevention inspection using FP Form 421 (See attached) and return completed reports to the Fort Polk Fire Department. A copy of the completed form will also be kept in the Fire Prevention SOP in the main office of Chapel.

4. Fire Prevention.

a. Each UMT member is responsible for using appropriate caution when using and storing hazardous materials. Supervisors will maintain their areas IAW JRTC & FP Reg 420-5, Chapter 14. Supervisors will also train subordinates in proper fire safety precautions.

b. The NCOIC will develop Building Fire Evacuation Plans per JRTC & FP Reg 420-5, Chapter 14 and post them near each exit. The NCOIC will also inform all UMT members of the Building Fire Evacuation Plan.